

# MINUTES for PRE-PROPOSAL CONFERENCE

**DATE** : April 17, 2015 at 10:00 a.m.  
**SUBJ.** : Catering for the Independence Day Reception  
**PARTICIPANTS** : Attendees cited in the Conference  
Elizabeth Sweet Contracting Officer  
Anne Marie Moore Mgt. Officer  
Caroline Hanna Mgt. Assistant  
Janet Surret Catering Coordinator  
Meral Yalhi Acquisitions Supervisor

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USG (United States Government) representatives welcomed all attendees and the following were discussed:

1. The USG representatives provided the following general information on the solicitation:
  - 1.1. This contract is a firm fixed price contract for the contractor to provide Catering Services for the Independence Day Reception in the garden of the Ambassador's Residence in Ankara to be held on July 2<sup>nd</sup>, 2015 between 7:00-9:00 p.m.
  - 1.2. The awardee will be responsible for providing cold and hot dishes and desserts for alternatively 1,000, 1,500 or 2,000 guests; and sufficient number of staff, bistro tables, glasses, and lighting. The USG will provide trash bags/cans, ice, table decorations, beverages, fresh flowers, and candles.
  - 1.3. Offerors are to submit separate technical and price proposals. The price proposal will consist of the filled-out SF1449 form, pricing section in TL currency and Attachment A for suggested menu of 10 dishes each of cold and hot dishes, and desserts.
2. All work will be conducted in accordance with the **Statement of Work (SOW)**. In summary, the awardee is to provide:
  - 2.1. Americana cuisine food for 1,000, 1,500 or 2,000,
  - 2.2. Minimum of 75 waiters, 3 wait-staff captains, 8 bar servers and sufficient personnel to do set-up, service and clean-up.
  - 2.3. Bistro tables, linens and napkins,
  - 2.4. Glasses for wine, beer and soft drinks up to 2,000 people,
  - 2.5. Ability for keeping hot foods hot, and cold foods cold,
  - 2.6. Lighting,
  - 2.7. Setting up, resetting and cleaning all used space.
3. For the **Pricing proposal**, the offeror is to fill-out Attachment A with the unit price and total for each dish which includes the offeror's overhead and running expenses. Once we receive the proposals, evaluation will be conducted; companies that provide proposals within the competitive range will be asked to provide selected dishes for further evaluation. Tasting of the dishes will be conducted at a venue to be subsequently announced. Finally, the contract will be awarded to the company that provides the lowest priced, technically acceptable offer. The offerors have been invited to bid based on their high standards and past experience in catering for VIP cocktails, so

each contractor should be aware of the required quality, the sufficient amount of food to provide to each guest, as well as adequate staffing to cater the event.

4. For the **Technical Proposal**, the offeror is to provide the following:
  - 4.1. Names and C/V of the F&B Manager and Executive Chef
  - 4.2. Evidence of established business
  - 4.3. Experience & Past Performance: list of ongoing & completed caterings for past three years.
  - 4.4. Personnel, equipment & financial resources: Evidence that these can be provided
  - 4.5. Strategic Plan for providing catering services
  - 4.6. Plan of ensuring quality of services
  - 4.7. Suggested floor plan for function area that will best accommodate open buffet
5. A. M. Moore conveyed that the type of food to be served is to be finger food without usage of cutlery, to be eaten in 1-2 bites and not be messy. Emphasis is on American regional cuisine and culture. Interesting suggestions is welcomed and will be reviewed based on appearance and taste. The awardee has to come fully equipped with minimum usage of the resident's kitchen.
6. C. Hanna reminded the attendees that the day of the event falls on Ramazan. Serving will begin at 7:00 pm but should stop during call to prayer "iftar time" and continue right after 'iftar' time. Serving of small cups of soup and Ramazan related finger food will be welcome to those fasting.
7. The awardee is to provide the list of their vehicles, staff and legible ID copies ('kimlik') with a realistic staff increase to compensate for any staffing changes (approximately 10% extra) electronically by June 10, 2015. No other personnel will be accepted after the due date.
8. The serving staff should be trained and experienced for high level receptions and behave in a becoming manner.
9. M. Yalhi stated that the deadline for questions is 10:00 a.m. on 04/27/15. Replies will be provided in the webpage. The deadline for submitting separate technical and price proposals electronically and in hardcopy to our warehouse is 10:00 a.m. on 04/30/15. No late proposals will be accepted.
10. Attachment A Bill of Quantity will be amended and posted on the web page. The partial plan of the residence's garden will be provided to those interested parties.

U.S. Government representatives thanked the attendees for showing interest to this solicitation and the meeting was adjourned.